

ADMINISTRATIVE POLICY NO. 11.8

COURT REPORTER CONTINUING EDUCATION REIMBURSEMENT

Each Seventh Judicial District Official Court Reporter will be eligible for reimbursement for all required and discretionary court reporter continuing education courses, seminars, conferences and workshops at the discretion of the appointing authority subject to the availability of funds. Pursuant to the *Minnesota Judicial Branch Policy – Education Policy and the Minnesota Judicial Branch Policy – Reimbursement for Education Expenses* each Seventh Judicial District Official Court Reporter's reimbursement will be capped at \$500 each fiscal year for each full-time court reporter. The amount will be pro-rated for part-time court reporters. Unreimbursed funds will not be carried forward to the next fiscal year.

The \$500 reimbursement includes registration costs for courses, seminars, conferences, workshops, meals and lodging expenses. Mileage up to 300 miles one-way and related travel expenses that are incurred and in compliance with appropriate reimbursement and travel policies will also be reimbursed. Prior to registering and attending a course, seminar, conference or workshop located more than 300 miles from their chambered county, a court reporter shall obtain the approval of the appointing authority, chief judge, and district administrator.

The FY2007 reimbursement will be \$250 (\$125 for mileage and related expenses) for the time period of January 1, 2007 -- June 30, 2007.

Approved: January 2, 2007